

## CLERK TO THE SCHOOL BOARD/OFFICE MANAGER

**GRADE 31**

*FLSA Status: Non-Exempt*

### **GENERAL DEFINITION OF WORK:**

Position is responsible for performing administrative and secretarial tasks for the Office of the Superintendent and perform duties of the Clerk to the School Board. Performs complex office management and administrative tasks for the Superintendent; administers School Board members office budget; prepares and maintains the official School Board records; coordinates information with the state department, signs various local, state and federal documents; maintains confidential and complex filing systems; exercises supervision over clerical personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinates calendar activities and maintains daily itinerary for Superintendent; schedules meetings, appointments, interviews, or other activities; updates calendars on a regular basis; notifies parties involved of any changes. Coordinates travel arrangements, accommodations, conference registrations, or other travel-related plans for Superintendent or other department personnel.
- Consults with Superintendent, School Board, Board of Supervisors, County Administrator, and other officials to review office operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; appraises School Board of various school-related events/incidents and of status of confidential incidents; works with School Board attorney to maintain files on all legal procedures affecting the school system.
- Performs office management functions; delegates responsibilities to administrative and clerical personnel on behalf of Superintendent; reviews reports and documents from subordinate staff for accuracy and appropriateness; resolves office emergencies.
- Works with superintendent to create agendas for all School Board Meetings; coordinates with Superintendent and administrators to assemble agenda packages for School Board Members and Administrators, School Attorney, Unified Services administrators, Fauquier Education Association, and other attendees at Board Meetings; prepares School Board agendas for distribution to all schools and school division staff, PTO presidents, Board of Supervisors, and citizens attending meetings.
- Attends meetings, work sessions and public hearings; takes meeting minutes;; maintains public meeting records; arranges meals for School Board Members and school administrators.
- Receives calls and ascertains nature of business and directs to appropriate party for disposition; composes responses to correspondence from teachers, students, staff, and citizens for the Superintendent, school Board Members' and appropriate school division administrators; maintains detailed filing system for each school Board Member; assists the public and employees with questions or complaints about the department.
- Performs administrative details for School Board Members: arranges functions and travel plans; schedules appointments and maintains meeting calendars; coordinates with administration staff to schedule meetings, and prepares a monthly calendar of meetings and appointments.
- Communicates with citizens, school staff, and county division staff on behalf of Superintendent; provides information and assistance to visitors/callers in person, by telephone, or by mail; screens calls/visits and ascertains nature of business; records/relays messages or directs to other personnel or departments as appropriate; independently resolves routine matters and business issues involving established policy; initiates and returns calls as necessary.
- Prepares or oversees the preparation of statistical and financial reports for the Office of the Superintendent; coordinates and assists with processing accounts receivable, accounts payable, purchasing, payroll and other financial data; reconciles invoices and payment vouchers; receives, receipts and accounts for various revenues; makes deposits; administers School Board Members Office budget.
- Writes weekly memo to School Board Members to keep them apprised of current events and upcoming meetings; collects mail and communications from administrators, staff, and citizens, and arranges for weekly delivery to school Board Members.
- Handles highly confidential information in regards to the Office of the Superintendent and the School Board Members.
- Notarizes documents as required by School Board Members and other School Division staff.
- Communicates with Virginia School Board Association regarding current status of members and Board membership in Association.
- Develops, establishes and maintains office filing, index and record systems and oversees maintenance of same; recommends updates to department policies and procedures.
- Works independently without regular supervision.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the organization and functions of the department and of general administrative policies and practices; comprehensive knowledge of accounting and bookkeeping practices and techniques; comprehensive knowledge of standard office

practices, procedures, equipment and secretarial techniques; ability to read, decipher, interpret and understand difficult, detailed and complicated concepts with specialized vocabulary; ability to keep records and to prepare accurate reports from sources; ability to perform and organize work independently; ability to prepare effective correspondence on technical matters and to perform routine office management details without referral to supervisor; experience with grants and grant management preferred; ability to establish and maintain effective working relationships with associates and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business management, accounting or related field and extensive office operations experience including considerable supervisory experience.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.